

Town of Southington  
Board of Finance  
Wednesday, July 25, 2012

STENOGRAPHER'S NOTE: The Minutes are now being prepared in summary style. Please refer to the videotape for more details.

Appropriations from Contingency Account:

|                            |           |
|----------------------------|-----------|
| Approved to date.....      | \$465,332 |
| Approved this meeting..... | <u>0</u>  |
| Total Appropriations.....  | \$465,332 |

Appropriations with Revenue Offsets:

|                            |               |
|----------------------------|---------------|
| Approved to date.....      | \$559,839     |
| Approved this meeting..... | <u>25,876</u> |
| Total Appropriations.....  | \$585,715     |

Chair John Leary, called the Regular Meeting of the Town of Southington Board of Finance to order at 7:00 p.m. in the Council Chambers of the Town Hall with the following members in attendance:

Anthony Casale, Jr., Sandra Feld, Joseph Labieniec, Edward Pocock, Jr. & Wayne Stanforth

Also in attendance: Emilia Portelinha, Finance Director  
Garry Brumback, Town Manager

The Pledge of Allegiance to the American Flag was recited by everyone in attendance.

**JOHN LEARY, CHAIR, Presiding:**

**III. Public Hearing Items**

None

**IV. Old Business**

1. Approval of Minutes from the meeting of June 13, 2012.

Mr. Pocock so moved the motion for approval. Mr. Stanforth and Ms. Feld seconded. Motion passed unanimously on a voice vote.

2. Approval of the Minutes from the Special Meeting of June 26, 2012.

Mr. Pocock so moved the motion for approval. Mr. Stanforth seconded. Motion passed unanimously on a voice vote.

**V. Assess current financial state of the town**

**1. Review revenue vs budget**

**2. Review expenses vs budget**

Ms. Portelinha reported most of the revenues are in. We have a few items we're still waiting on: LOCIP grant and one payment from the state. We are showing a shortfall right now of \$200,000. That's taking the fund balance utilized into consideration. If we don't move over the fund balance, we're short \$200,000. I do believe we will wind up without moving our money in about \$150,000 in the black.

Discussion.

Mr. Brumback clarified: We are going to cover the 200 we think we're short now, not move the fund balance and even once we've covered the 200, we'll have a surplus of about 150 on the revenue side.

Discussion.

Ms. Portelinha continued as far as the expenditures go, obviously, the BOE hasn't spent all their money yet. We still have quite a few encumbrances and invoices in our office. I anticipate that what we will have when all is said and done is probably about \$600,000 to \$650,000 of which we are now asking for carry forwards of about \$518,000.

Discussion.

We may have a surplus of roughly \$300,000 at the end of the day, commented the Chair. Ms. Portelinha agreed based on the information she has right now.

Discussion.

The Chair said it is apparent to him that in order to maintain our undesignated reserve to revenue ratio, whatever we decide it to be, we always have to cross our fingers and hope and pray for a surplus. It's a surplus that allows us to maintain the percentage we're at. We know spending will increase each year. So automatically the reserve to coverage ratio decreases. And, we have to pray for a surplus to bolster that back up.

I think going forward we should engineer the process so we know the desired position we want the coverage ratio to be and we build that into the budget so we don't have to hope at the end to have that surplus returned in such a way that it strengthens that number. That would be BOE side and town side.

Discussion.

We will talk about it more when we get into the next year's budget of how we make sure that the designated reserve fund balance remains managed and engineered to be where we want it to be and not by happenstance or luck that it gets there.

Mr. Stanforth said another good thing was we took away the use of the fund balance. That was the first step in getting us to where we want to be on the budget. Now the next step would be to put something in there to increase the fund balance so we can maintain the ratios.

Discussion.

Mr. Brumback said he would sit down with Dr. Erardi and his folks and we will have a line item that basically is designated to maintain the appropriate percentage of fund balance and we either fund it or we don't.

Discussion.

**3. Discuss unplanned items that impact revenue or expenses**

Ms. Portelinha said she had nothing that came to her attention.

**4. Investments & Cash Position**

Ms. Portelinha reported on the multibank securities company we're working with. We currently have 16 CDs for a little under \$4 million. And, the annual average investment rate for the CDs is a little over 1% which you might say that's not a great deal, but if we were getting 20 basis points and now we're getting 100, that's five times as much as what we were getting before. The CDs range from six months to five years. Mr. Brumback commented it is progress towards the goal and it is the intent of the board. It's 100% safe.

Discussion.

**5. Discussion Town Financial Policies**

The Chair asked for everyone to send him the dates they were available to meet the first two weeks of September for a meeting of the Board of Finance, without staff and cameras, just to discuss financial policies going forward.

**6. Sub Committee Reports (Emphasis on financial aspects)**

**A. Sewer Committee**

Mr. Stanforth reported about several projects that are ongoing and have funded: the Old Borough Interceptor, settling tanks. They are funded and ready to go.

The project that'll take some funds is the facilities plan. About \$750,000 or so for the plan and that is going to be funded from the general fund and the sewer fund. We can split that in a couple of different years.

Otherwise, they're doing a great job with the settling tanks. We had the problem with the digesters and our sewer department has done a great job working around that situation without a huge investment in money.

Mr. Brumback answered a question by Ms. Feld on an update on the digesters. We are repairing the digesters. It's unsustainable the way it is right now. The bids will be back at the end of last week. The repair cost will come from the sewer fund.

Discussion.

#### **B. Public Works Committee**

Ms. Feld reported there was information on the trench project which is ongoing. There is West Center Street which is almost finished. We had a presentation by the Chamber of Commerce regarding the Rails to Trails kiosk. They wanted us to approve their fee of \$100 to put information on the kiosk with a 25% discount for Chamber members. They are going to have to keep this current.

We talked about the roads that were going to be constructed the end of this fiscal year and the beginning of next fiscal year. This was also addendumed to the Minutes so you can look it up.

Next meeting is the first week in August.

The referendum question will appear in November's election for \$11 million for road and bridge repair. That's the plan to fund a lot of the road repair that is needed. That is a huge financial consideration and strategy in play to maintain our roads to a certain level of a standard.

Mr. Casale publicly acknowledged the Town Manager for his work with Yankee Gas on the West Street problem wherein they cut up the road that was just paved. Thank you!

Mr. Pocock added Mill Street was worked out, too.

#### **C. Education Capital Building Committee**

Mr. Pocock had nothing to report on this.

He did want to add the **Middle School Project**. We are not anywhere near where we should be right now, but we are close. I want that added in the Agenda because it is \$84 million and we'll end up with about \$44

million as long as the state comes through. We want the public to be aware of what's going on. It's huge.

**D. Open Space Committee**

Mr. Pocock had nothing to report.

**E. Self Insurance Committee**

Mr. Labieniec reported on the meeting last week. Results for June came in and we were approximately \$73,000 below what we had budgeted, so that was good. For the year we were just over half a million dollars above what was budgeted. Budgeted was \$19.7 million and we came in at \$20.2 million. About 2.2% over budget.

A big topic of discussion as wellness and we are going to have our next meeting almost exclusively on wellness. Have some presentations from Anthem and a third party vendor. The committee is looking forward to that.

Ms. Feld added the reason for looking into a wellness program is so that we can lower our rates. If we could have a wellness program with good participation we could benefit from it.

Mr. Labieniec stated that is very difficult to measure and that's where we struggle. The committee has been discussing this for quite some time now. Our position is we are going to take action one way or the other. Looking forward to putting our full support behind something. The goal is to save money. It is more difficult to measure.

Mr. Stanforth said the money is a side effect of keeping people healthy. Less sick days, more productivity. General attitude of people when they feel good. That would be the priority of the wellness program. Less claims, doctor visits.

Discussion of where the \$20.2 million went. It took care of the health needs of our employees, stated the Chair. It is the cost for the claims, administration and the stop losses.

Discussion of where the fund money comes from was led by Mr. Casale. Ms. Portelinha said we insure the housing authority, the water department and the health district. Their premiums are part of the money. Another piece of the money is the employees pay a premium share. The balance comes from the general fund, the sewer fund, the animal fund and the BOE. Everybody pays into that.

The taxpayer is responsible for a little over 80% of it, the insured pays in the 16 to 19% of it and the balance comes from the other funds who contribute clarified Mr. Brumback.

Mr. Casale brought up for discussion the proposal to fund the turf field with the funds. The question is: how is it people are paying more for insurance and we have \$610,000 in excess of what we need that we can appropriate to anything.

Extensive discussion and explanation.

Ms. Feld pointed out the savings when we pay cash as opposed to bonding, i.e.: the cost of the turf, which is close to \$900,000, \$25,000 to the bonding commission as a fee, interest on the bond. In recommending cash, we have eliminated costs of just short of \$200,000 taxpayer money.

Mr. Pocock said the BOF members have to get this information out to the taxpayers.

Mr. Brumback said the Town Council will revisit the issue on funding as to whether cash fund it or bond it.

Mr. Labieniec discussed the fact regarding the percentage increase that if we were to use all the money in reserves, what you have created is a funding cliff and we've had to deal with those in the past. Secondly, this year we recommended a 4% increase. The thought was to preserve the fund for the future when we are looking at a double figure increase.  
Discussion.

#### **F. Blue Ribbon Parks Committee**

Nothing to report.

#### **G. Other Committees**

The Chair indicated we have been asked to look at the finances for the Gura building use. We have the projections and plans to look at. The Chair will re-email everyone.

#### **7. Board Communications**

Ms. Feld mentioned that we talked about next meeting --- September --- we have a meeting about IT and Emilia is going to put on the Agenda for discussion are we within our fiscal policy debt management issue.

Mr. Stanforth brought up confusion about the mill rate and effects of revaluation as opposed to effects of the budget on property tax bills. The town spending decreased from the year before and the BOE budget increased mostly from the loss of grants. Being that aside, because of revaluation the tax rate went up 2.62 mills. With the budget we passed, it went up .58

mills. The revaluation provided a large percentage of the increase in the bills.

Discussion.

The Chair echoed those comments. There are too many moving parts to use one narrative to explain the impact on taxes. It is an individual situation depending on what vehicles a person has and which piece of real estate the person happens to own. If their bill did not increase by the amount the budget increased which was roughly 2%, then it has to do with the valuation of the underlying property they own.

Discussion.

The Chair had two items: a while ago we talked about internal controls on the handling of cash. I would like to have a list of all places where cold hard cash is given to the town. I will include the BOE, as well. I would like to know wherever cash is taken and in a separate exercise I want to know the controls on the cash and how do we make sure that that cash makes its way from the point it is taken to the point of deposit and reconciled back. This is to insure we have the right policies in place and the likelihood of fraud occurring is minimal and the likelihood of anybody being accused of fraud is minimal. That people don't handle the cash alone, handle it in isolation or handle it in such a way that even if they're doing the perfectly right thing that they can be accused of mishandling it because the controls weren't in place. This is to protect the cash handlers and the town. Please prepare that and when you are prepared to present it, let us know. It's important.

The other thing is recognition for you. We received a letter from the Government Financial Officers Association (read the letter into the record which is on file in the finance director's office) recognizing Emilia Portelinha. Great job!

(Applause)

Ms. Portelinha added it is with a whole lot of assistance from my staff.

#### **VI. Public Communications (Excluding Public Hearing Items)**

Arthur Cyr: 103 Berlin Avenue. I request that when you get to the Manager's Memos, the big items, could you explain those a little bit more.

Thank you.

Mike Riccio: 100 Old State Road. I came tonight about the carry forwards. I wanted to explain the parking authority's carry forward for \$1,530. I'm in the process of trying to convert all of the islands

and parking areas from bark much to stone. This is a onetime expense which should last about 15 years. This will be a huge savings to the town.

As to the Gura building, I can't encourage you enough to at least consider a favorable forward to the town council. What is the downside to this? There is none.

Back to the cash, we have tremendous things in place for checking and double checking the cash at the drive in. If you have a better scenario we would welcome doing it. If ours is a model, we'd be happy to share it and if you want something different, tell us and we'll be happy to do it. A lot of cash runs through the drive in.

Thank you.

## **VII. Review Long Range Plan and Priorities**

### **1. Review status of LRP items in current fiscal year budget**

#### **A. Status /Reprioritizations**

#### **B. Strategy Discussion**

The Chair, with unanimous consent moved past Item VII and go right to the administrative business. Everyone agreed.

## **VIII. Conduct Administrative Business**

### **1. Consent Agenda:**

A. Appropriation 11/12 \$929\* Youth Services - Reg. Wages - Drug Free Comm. Grant

Appropriation 11/12 \$272\* Youth Services - FICA/Medicare/MERS - Drug Free Comm. Grant

B. Appropriation 12/13 \$450\* Youth Services - Outside Programs (Spec Rev)

C. Appropriation 12/13 \$2,162\* Police - Vehicle Maintenance (Spec Rev)

D. Appropriation 11/12 \$24,675\* Capital Budget - Open Space conservation

E. Appropriation 12/13 \$375\* Recreation -Program Supplies (Spec Rev)

F. Appropriation 12/13 \$498\* Youth Services - Outside Programs (Spec Rev)



G. Appropriation 12/13 \$23,959\* E911 State subsidy  
(Spec rev)

Mr. Pocock made a motion to approve. Mr. Casale seconded.  
Motion passed unanimously on a voice vote.

The Chair asked for unanimous consent to move items 16, 9, 11, 12  
and 14 up to the top of the order for Manager's memos. Everyone  
agreed.

**2. Manager's Memos**

1. **Transfer 11/12** \$1,000 Town Council -  
Temporary/Seasonal Wages

Mr. Stanforth made a motion to approve. Mr. Labieniec seconded.  
Motion passed unanimously on a voice vote.

2. **Transfer 11/12** \$688 Town Manager - Other Professional  
Services

Mr. Stanforth made a motion to approve. Mr. Labieniec seconded.  
Motion passed unanimously on a voice vote.

3. **Appropriation 12/13** \$265 Town council - Professional  
Fees

Mr. Stanforth made a motion to approve. Mr. Pocock seconded.

Mr. Brumback said it is a very small account and this was an  
unanticipated increase from the CCM. That's the only thing in that  
line item.

Motion passed unanimously on a voice vote.

4. **Transfer 11/12** \$5,229 Fire Hydrants - Rental

Mr. Stanforth made a motion to approve. Mr. Labieniec seconded.

Mr. Brumback reminded everyone that going forward; the rental fee  
has gone down dramatically.

Motion passed unanimously on a voice vote.

5. **Transfer 11/12** \$20,864 Environmental Problems -  
Legal Fees

Mr. Stanforth made a motion to approve. Mr. Labieniec seconded.

Ms. Feld asked for a list of all the money that was paid to Dewey  
& LeBeouf. Mr. Brumback explained this firm went into bankruptcy so  
we're not paying them until they've sorted through their issues.

They've been the town's environmental attorney for many years. Ms. Feld requested a total record of what we've paid them from day one.

Discussion of the request by Ms. Feld. Ms. Feld then said she would give her request more thought.

Discussion of the services provided as being excellent. I don't think that quality is in question.

Motion passed unanimously on a voice vote.

**6. Transfer 11/12 \$200,685 Environmental Problems - Contracted Services**

Mr. Brumback explained this is the cash call for the NRD. We talked about this during the budget process. We elected at that time not to accrue. This is an opportunity with yearend money to fund this. This sets us up nicely for the NRD payment and future reserve.

Extensive discussion on the request.

With Mr. Stanforth said he was hesitant with the big bonds coming up for roads and schools. It's nice to keep it in reserve.

Motion passed 5 to 1 on a roll call vote with Mr. Stanforth opposed.

**7. Transfer 11/12 \$362 Building - Gasoline**

Mr. Labieniec made a motion to approve. Mr. Stanforth seconded. Motion passed unanimously on a voice vote.

**8. Transfer 11/12 \$630 Animal Control - Gasoline**

Mr. Labieniec made a motion to approve and Mr. Casale seconded. Motion passed unanimously on a voice vote.

**9. Transfer 11/12 \$6,550 Fire - Overtime**

Chief Clark explained the shortage in the overtime account. We transferred the money out of volunteer services. The majority of the amount short was a result of the storms, large fires we had.

As to volunteer services, we had a surplus and were able to use that to offset the overtime account.

Mr. Stanforth made a motion to approve. Mr. Labieniec seconded. Motion passed unanimously on a voice vote.

**10. Transfer 11/12 \$1,072 Tax - Collection Services**

Mr. Casale made a motion to approve which Mr. Stanforth seconded. Motion passed unanimously on a voice vote.

**11. Transfer 12/13**      \$13,248      Police - Special Response  
Team Equipment

Chief Daly explained he was notified after the fiscal year started that the bullet proof vests for our ERT members expired at the end of August. It's something they need to have and otherwise we can't put them out there. They have a five year life to them.

Mr. Brumback explained half of it is grant funded but it is a reimbursable. We get 50% back.

Mr. Labieniec made a motion to approve and Ms. Feld seconded. Motion passed unanimously on a voice vote.

**12. Transfer 11/12**      \$16,784      Fire - Vehicle Repairs

Chief Clark reported the vehicles are in great shape. Explained they are all up to date with oil changes, et cetera. The new truck is coming in September and the old truck we will try to sell.

Ms. Feld asked why the communication from the police department is signed by the Chair of the Board of Police Commissioners and what we get from the fire department is not. Chief Clark said the Board of Fire Commissioners signs these prior and then I submit them under my signature to the town manager. I can provide the documents signed by the fire commission.

Discussion.

Ms. Feld brought up the operation audit discussed earlier. Mr. Brumback explained a carry forward item is out of policies and procedures of the town manager's budget and that is going towards doing the operational audit. I'd like to kick that off in the next month or so.

|                |         |                        |
|----------------|---------|------------------------|
| Transfer 11/12 | \$2,248 | Fire - Gasoline        |
| Transfer 11/12 | \$6,000 | Fire - Overtime        |
| Transfer 11/12 | \$ 218  | Fire - Office supplies |

Mr. Stanforth made a motion to approve Item 12 as presented. Mr. Labieniec seconded. Motion passed unanimously on a voice vote.

**13. Transfer 11/12**      \$2,550      Highway - Overtime

|                |         |                               |
|----------------|---------|-------------------------------|
| Transfer 11/12 | \$180   | Highway - Beeper Allowance    |
| Transfer 11/12 | \$9,000 | Highway - Contracted Services |

|                  |                |          |                               |
|------------------|----------------|----------|-------------------------------|
| Maintenance      | Transfer 11/12 | \$1,000  | Highway - Equipment           |
|                  | Transfer 11/12 | \$2,000  | Highway - Utilities           |
| Maintenance      | Transfer 11/12 | \$500    | Tree Maintenance - Grounds    |
| Refuse/Recycling | Transfer 11/12 | \$8,400  | Bulky Waste -                 |
|                  | Transfer 11/12 | \$500    | Parks - Equipment Maintenance |
|                  | Transfer 11/12 | \$6,600  | Parks - Gasoline              |
|                  | Transfer 11/12 | \$17,000 | Parks - Utilities             |
|                  | Transfer 11/12 | \$800    | Parks - Program Supplies      |

Mr. Stanforth so moved the motion and to attach the submittal letter to the Minutes for this multiple line item for clarification. Mr. Labieniec seconded.

Mr. Pocock advised he had received a complaint that commercial trucks are getting into the bulky waste facility. We need to look into that.

Discussion.

Mr. Brumback explained there is an unexpected increase in the amount of materials that have been dropped off at the bulky waste station. Huge electrical stuff: computers, TVs. Unprecedented this year and we didn't expect it.

Mr. Brumback, after discussion, will look into this issue and the scanners.

Motion passed unanimously on a voice vote.

**14. Transfer 11/12 \$3,000 Police Utilities**

Mr. Labieniec made a motion to approve. Mr. Casale seconded. Motion passed unanimously on a voice vote.

**15. Transfer 11/12 \$490 Library - Office supplies**

Mr. Labieniec made a motion to approve. Mr. Pocock seconded. Motion passed unanimously on a voice vote.

**16. Transfer 11/12 \$3,320 Sewer Plant - Overtime**

Transfer 11/12 \$566 Sewer Plant - Beeper Allowance

Transfer 11/12      \$100,000      Sewer Plant - Utilities

John DeGioia explained the items. The first is a transfer for 3300 is overtime. With the digester problems, one person retiring and two people out on comp we needed overtime to keep the digesters on a normal schedule.

The beeper was my error. I calculated 52 weeks for the year not realizing it is 53 weeks. This is the beeper charge for the 53<sup>rd</sup> week.

And, the \$100,000 for utilities. Earlier in the year we needed money and the utility account was huge and thought by everyone if we would transfer from that account. Turned out not to be a good idea. Explained the bill for the denite facility went very high. Also explained the generator fuel charge.

Discussion.

Mr. Pocock suggested the utility account should be audited.

In response to a comment by Mr. Casale, Mr. Brumback will refer the utility matter to the Energy Committee and report back on that.

Mr. Stanforth made a motion to approve which Mr. Pocock seconded. Motion passed unanimously on a voice vote.

**17.      Transfer 11/12 \$100,000 Town Hall - Building Maintenance**

Mr. Brumback said this is a request, because out of the move of several of the departments to North Center School, one of the things we had not contemplated, after seeing the departments move out, the walls are trashed and the carpets are trashed and we're asking for consideration of this to re-carpet and paint the vast majority of the building.

The air conditioning system, first and foremost the duct work, was discussed at the last meeting.

Once the transfer is complete to North Center, there is moving around going to take place in the building. The Town Attorney's office is moving upstairs. We also have parks and the IT folks to sort through. We'd like to pull everybody out of the basement and use it for storage.

Ms. Feld so moved the motion to approve. Mr. Casale and Mr. Labieniec seconded. Motion passed unanimously on a voice vote.

**18.      Transfer 11/12 \$3,250      Town Council - Advertising**

Mr. Stanforth made a motion to approve. Ms. Feld and Mr. Labieniec seconded. Motion passed unanimously on a voice vote.

**19. FY 2011-12 Carry forward List**

The Chair noted the list provided includes \$518,350 from the general fund and \$299,708 from the sewer fund. Mr. Brumback went over the list of what is being asked to be carried forward line by line.

Discussion about the Town Assessor's request.

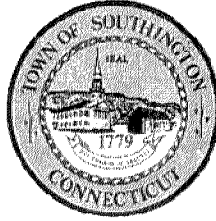
Mr. Stanforth made a motion to approve the carryforward list. Mr. Casale seconded. Motion passed unanimously on a voice vote.

Adjournment: Mr. Labieniec made a motion to adjourn which was seconded by Ms. Feld. Motion passed unanimously on a voice vote.

(Whereupon, the meeting was adjourned at 9:03 o'clock, p.m.)

# Town of Southington

## Highway Department



STEVEN WLODKOWSKI  
HIGHWAY SUPERINTENDENT  
ANTHONY MUSTO III  
ASSISTANT SUPERINTENDENT

DELLA BITTA DRIVE  
TEL. (860) 276-9430  
FAX (860) 276-9101

July 19, 2012

Garry Brumback  
Town Manager  
Town of Southington  
75 Main Street  
Southington, CT 06489

### **RE: Highway and Park Department Budget Transfers and Carry Forwards**

Dear Mr. Brumback,

Please include the following items on the agenda for The Board of Finance meeting on July 25, 2012;

1. The transfer of \$15,230 from the Highway Dept. Regular Wages Account (#10014071-510005) to the following;
  - A. \$2,550 to Overtime Pay (#10014071-510020) due to West Center St. construction.
  - B. \$180 to Beeper Allowance (#10014071-528020) to allow for the 53<sup>rd</sup> week.
  - C. \$9,000 to Contracted Services (#10014071-539005) due to Police Private Duty work.
  - D. \$1,000 to Equipment Maintenance (#10014071-543005) due to extensive late season repairs.
  - E. \$2,000 to Utilities (#10014071-562005) to adjust to actual consumption.
  - F. \$500 to Grounds Maintenance (#10014077-540005) due to emergency tree work.

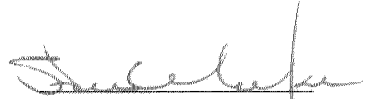
The surplus in the wages account is due to employee retirements and employees out due to injury.

2. The transfer of \$8,400 from the Bulky Waste Contracted Services Account (#10014075-539005) to the Bulky Waste Refuse/Recycling Account (#10014075-540015) due to increased material disposal.
3. The transfer of \$7,100 from the Parks Regular Wages Account (#10014072-510005) to the following;
  - A. \$500 to Equipment Maintenance (#10014072-543005) due to increasing repair needs.
  - B. \$6,600 to Gasoline (#10014072-562605) due to major storm clean-ups and additional Linear Trail maintenance.
4. The transfer of \$6,300 from Parks Regular Wages (#10014072-510005), \$7,000 from Temp/Seasonal (#10014072-510010), and \$3,700 from Overtime Pay (#10014072-510020) to Parks Utilities (#10014072-562005). The total amount, \$17,000, is needed to adjust for actual consumption. Consumption is increasing due to the additional irrigation, lighting requirement, and an earlier opening of the pools.

5. The transfer of \$800 from Grounds Maintenance (#10014072-540005) to Program Supplies (#10014072-569010) due to the need for additional pool chemicals.
6. The carry forward of \$15,000 from 2011/2012 Parks Budget (#10014072-643010-11030) to the 2012/2013 Parks Budget. These funds were earmarked in the budget building process to be used for guardrails in the Parks in the 2012/2013 Fiscal Year.

Please contact me with any questions that may arise.

Yours Truly,



Steven Wlodkowski  
Highway Superintendent

SW:rc

cc: Emilia Portelinha, Finance Director  
File